

CHEVELON BUTTE ELEMENTARY SCHOOL DISTRICT #5

Serving Blue Ridge and Forest Lakes Communities

STUDENT\ PARENT PACKET SCHOOL YEAR 2020/2021

Mission: *The mission of the District is for the comprehensive, success-oriented learning for young people who reside in the District, and to provide a safe and efficient transportation of the students to the cooperating school. (Education and Transportation)*

We at Chevelon Butte ESD#5, your home school district*, want to make sure we have all your information to better serve your family. Please find the enclosed pages that are required to be filled out and returned in the envelope provided **no later than July 23, 2020**. *Your child will not be able to ride the bus until the signed packet is received. Any request for exceptions must be approved by the superintendent.

1. Student Information Form (Please return)
2. School Bus Contract (Please return)
3. Activity Run Form and Photo Permission (Please return)
4. District Contact Information

This information is very important for the District Office to have for enrollment, emergencies and for accounting purposes. *The District receives funding to pay receiving school districts (Payson Unified, Pine/Strawberry, Heber-Overgaard) schooling tuition for CBESD #5 students therefore we must have an accurate count and keep on file all contact information.

Keep Dispatcher\Bus Driver contact information close to the phone, in case your student will NOT be riding the bus because of an illness or any other reason. **Please call the District Dispatcher (Charlene Underhill) 928-240-3794 when your child will not be riding the bus.** You may text the information too. The Dispatcher and the Bus Driver counts everyone daily. We must not miss anyone for pick up or drop off. It is imperative that **Parents notify the Dispatcher** of any changes in their student's riding schedule, such as illness, special activities (sports, NAVIT, Chorus, tutoring) early pick-up by parents and/or approval for their student to stay after school and not ride the bus home. *Repeated lack* of effective communication with Dispatcher in coordinating pick-up and drop-off of students may result in the loss of riding privileges.

*All paperwork for attending school, ie: birth certificate, vaccination records and proof of residency will need to be on file with our partner schools, meeting their required documentation for enrollment. Thank you! We look forward to working with you this school year.

Wes Brownfield
Consulting Superintendent
928-830-7182
wbrownfield@chevelonbutte.org

Angela Plantholt
Administrative Operations Manager
480-262-0984
aplantholt@chevelonbutte.org

COVID-19 Guidelines

- Students should stay home if they have tested positive for or are showing COVID-19 symptoms.
- Students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.
- Symptoms may appear 2-14 days after exposure to the virus.
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Reinforce handwashing with soap and water for at least 20 seconds before riding the school bus. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for older children who can safely use hand sanitizer).
- Face coverings are required to be worn on the bus by students and the driver. The district will provide face coverings free of charge. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
- Temperatures will be taken by the driver before students enter the bus. If the temperature is over 100 degrees the student will not be able to ride the bus.
- A regular schedule for increased routine cleaning and disinfecting of the buses will be implemented.

Chevelon Butte Elementary School District #5
STUDENT INFORMATION
School Year 2020/2021

STUDENT NAME _____

MAILING ADDRESS _____

June 14, 2020

PHYSICAL ADDRESS

PARENTS\GUARDIANS PHONE NUMBERS

*Yes _____ No _____ for texting from the District

EMERGENCY CONTACT PERSON (other than parent\guardian) (name and phone number)

STUDENT BIRTH DATE _____

SCHOOL STUDENT ATTENDS _____ GRADE _____

AFTER SCHOOL ACTIVITIES yes _____ no _____ maybe _____ *** (see special form)

ANY MEDICAL CONDITIONS AND/OR DIAGNOSIS

____ YES if yes, please explain (include any medications prescribed for the condition)

____ NO

Does your child have an Individualized Learning Plan (IEP) and/or 504 Educational Plan? Yes _____ No _____
If the answer to this question is yes, we will be contacting you concerning this plan.

PARENT/GUARDIAN SIGNATURE

*PARENTS EMAIL ADDRESS (TO BE USED BY DISTRICT OFFICE)

Do you reside on federal property and/or are you employed by the federal government YES _____ NO _____

Date Received at District Office _____

**CHEVELON BUTTE SCHOOL DISTRICT #5
SCHOOL BUS AGREEMENT**

Student's Name

Grade & School

Transportation of students is a privilege extended to students in CBESD. It is the responsibility of the driver, aide, and students to do everything possible to make the experience a safe ride. The privilege of a student to ride a school bus is contingent upon continuous adherence to the safety rules and acceptable behavior.

SAFETY AND BUS CONDUCT

1. Cooperate with Bus Driver- Who is in control.
2. Be on time and peaceful while waiting for the bus.
3. Walk safely and orderly to the bus and your seat.
4. Sit quietly on your bottom: facing front in the assigned seat.
5. Stay in your own space.
6. Remain entirely inside the bus, keep your voices down.
7. Respect the Bus Driver and Aide.
8. Take belongings with you as you safely exit the bus.
9. Be kind and respectful to all.
10. Be on your best classroom behavior.

Note: Classroom behavior as described by attending school.

All buses are equipped with live video/audio feed for everyone's protection.

* *Please initial this page* *

x. _____
Student\Parent

STUDENT CONTRACT

I have read the bus and safety rules and have no further questions.

If the rules are NOT followed the following may take place: .

- #1 Incident** I will be warned about the consequences of choosing not to follow the rules; consequences may be re-assignment of seating at the bus driver's discretion, until such time the bus driver deems behavior is corrected.
- #2 Incident** My parents will be notified and I will receive a verbal and written warning about the consequences of choosing not to follow the rules.
- #3 Incident** My parents will be notified and I will lose all bus riding privileges for a Period of one (1) to five (5) days depending on the severity of the offense. I must arrange for my own transportation to and from school during this time period.
- #4 Incident** My parents will be notified and I will lose all bus riding privileges for (2) weeks depending on the severity of the offense. I must arrange for my own transportation to and from school.

ANY SERIOUS VIOLATION OF PUBLIC SAFETY OR SERIOUS VIOLATION OF DISTRICT POLICY WILL CAUSE THE STUDENT TO BE REMOVED FROM THE BUS IMMEDIATELY.

I understand that the administrative and transportation personnel support each other in the appropriate disciplinary action for the violation of these rules to include loss of bus privileges. My signature below indicates I have read and have no further questions regarding school bus rules and the consequences if I choose not to follow them.

Student signature

Parent/Guardian

Signature

Date

Phone number

Definition: An Activity Run is a before/after school bus transportation run(s) to and from an authorized school site for students who are participating in sports, arts, clubs and/or school sponsored practice(s).

CBESD #5 Position: School activities outside the normal school day are beneficial endeavors that support and supplement the regular curriculum. The District's Vision and Mission is to support these types of endeavors when resources are available. In concert with parents, who are responsible for their child's involvement in extra/co/curricular activities including transportation, the District will make every effort to provide activity runs in ways that manage resources and are safe for the students and employees.

By Arizona State Law all transportation services are optional. When a District does provide transportation then specific funds are allocated for *to and from the school for the regular school day* and must meet all Federal, State, and District law/procedures/requirements. *There is a reduced transportation rate from the state for activity runs.* Resources including staff time and other financial support come from the regular budget generated by tuition and transportation miles. When there are no resources such as an available driver, money to buy gas and/or an available bus the District will not offer Activity Runs. These factors are subject to change.

Activity Run Operation:

1. Parents formally request transportation for each Activity and provide information to the District Office/Dispatcher.
 2. A schedule is developed dependent on available bus driver and resources.
 3. Parents pick-up for all games/events outside activity practice.
 4. If activity times change the parent notifies the district. When times change the District may or may not transport.
 5. Students are to be prompt in boarding the bus at the predetermined location and time; students follow all behavior rules as for regular school-day transportation.
 6. If there is a reason for the suspension of an activity run, parents will be notified 12 hours in advance whenever possible.
 7. Supervision of students by a bus driver shall not exceed authorized minutes prior to boarding as determined by the Superintendent.
 8. In addition to CBESD #5 Dispatcher, communications between parents and CBESD Dispatcher via activities pick-up/drop-off times are critical. Dispatch must have an alternative way of getting hold of a student in case of an emergency and/or change in pick-up times/conditions at the school.
 9. A CBESD #5 drivers may not leave a student at the school unless authorized by the Superintendent.
 10. If a parent cancels an Activity Run for their child(children) after the time the bus is in route for pick-up more than once, future activity runs for this student(s) may be discontinued.
- *note:** CBESD #5 is very small and sometimes there is only one student being transported for activity runs. If a student will not be riding the bus, confirmation must be given by the parent.
11. A non CBESD student may only ride a CBESD bus with permission from his/her parent and the receiving parent. We will accept permission via text message.
 12. We will accommodate field trips that support the academic program if we have the capabilities.

*****Activity Form:** SPECIAL PERMISSION FOR ACTIVITIES BEYOND THE REGULAR SCHOOL DAY (REQUIRING ADDITIONAL TRANSPORTATION) WILL BE AUTHORIZED BY THE SUPERINTENDENT BASED ON AVAILABILITY.

YES, MY CHILD HAS MY PERMISSION TO RIDE AN ACTIVITY BUS FOR THE FOLLOWING ACTIVITIES: _____

Parent initials _____

*****Photo Procedure:** Special permission to take photos for the CBESD #5 newsletter.
Yes ___ or No ___ CBESD #5 has permission to take photos of my child.

Parent Initials:

CBESD #5 Contact List 2020-2021

Name	Position	Phone	Email
Evelyn Counsell	Board President	(619)993-7324	ecounsell@chevelonbutte.org
Christina Eng	Board Vice President	(602)206-2381	ceng@chevelonbutte.org
Stephanie McKeever	Board Clerk	(928)699-0562	smckeever@chevelonbutte.org
Dr. Laurie Hawke	Member	(254)292-3020	lhawke@chevelonbutte.org
Jason Klemme	Member	(602)481-1088	jklemme@chevelonbutte.org
Wes Brownfield	Consulting Superintendent	(928)830-7182	wbrownfield@chevelonbutte.org
Angela Plantholt	Administrative Operations	(480)262-0984	aplantholt@chevelonbutte.org

June 14, 2020

